

# DEVELOPMENT HANDBOOK

TOWN OF FRAMINGHAM, MASSACHUSETTS

PUBLISHED: JULY 2015

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# Town of Framingham

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July 1, 2015

Dear Landowner and Development Community,

Become part of the **Permit Framingham: Plan – Build – Grow** initiative by locating and growing your business in Framingham.



The Town of Framingham is excited to announce the significant strides it has taken to become a business friendly community. Framingham was once able to rely on its central location, infrastructure, and accessibility to transportation as a way to attract businesses and development. However, times have changed, technology has modified the way we do business and the economic recession opened the eyes of the Town. Although the Town could not mitigate the impacts of the economic recession, the Town did take the economic downturn as an opportunity to redesign its permitting process and bring Framingham to the forefront of the permitting process.

After the Town became a Chapter 43D: Expedited Permitting Community in 2013, the Town decided to recreate its entire permitting process. The Town envisioned a permitting process that was easy to use and navigate for all projects, no matter the size.

To determine where the Town needed to make adjustments to the permitting process, the Town first identified difficulties in the permitting process. These difficulties presented as detours and/or roadblocks for businesses that would have otherwise chosen or expanded in Framingham. After a long review of the old permitting process, modifications were made. The result was the development of the Develop Framingham Handbook (Handbook).

The Handbook was developed by Town staff from various departments who worked in collaboration to develop a Five Stage Planning and Permitting Process. The Five Stage Planning and Permitting Process clearly and efficiently guide applicants through the five-steps, which can be found in Chapter Three of the Handbook.

The Handbook was not developed to remain in book format, but rather to evolve into an interactive website where applicants can fill out applications, submit plans, and find answers to their permitting questions. The Handbook and the Five Stage Planning and Permitting Process can be found on the front page of the Town's website, under Plan – Build – Grow. The Plan – Build – Grow movement guides developers and landowners through the permitting process from the concept and planning stage through to final occupancy of the project.



[www.chooseframingham.com](http://www.chooseframingham.com)

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The development of The Handbook process helped to identify other important Town resources that are necessary for the Town to allow for better land use practices. These resources include:

- Recodification of the Framingham Zoning By-law to include a Table of Uses and revisions to outdated By-laws;
- Revisions to the Framingham Master Land Use Plan to be consistent with the Town's land use goals and revisions to outdated By-laws;
- Becoming a 43D Expedited Permitting Community. Since becoming a Chapter 43D Expedited Permitting Community, Framingham has committed to approving all permits – even outside the Chapter 43D Expedited Permitting Priority Development Sites within 180 days where possible;
- Review of the Town-wide Parking Requirements;
- Development of neighborhood master plans; and
- Coordinated efforts to become an electronic permitting community.

Although these are significant achievements in a short amount of time, Framingham is still not done yet! There is still much more that needs to be done to ensure that Framingham remains a business friendly and welcoming community for all who Choose Framingham.

It is with great hope that The Handbook and the **Plan – Build – Grow** website will assist developers and landowners at any stage of the licensing and permitting process who choose to locate here in Framingham.

The Town of Framingham looks forward to working with you, so you can become a part of **Permit Framingham: Plan-Build-Grow**.

Sincerely,

Robert Halpin  
Framingham Town Manager



[www.chooseframingham.com](http://www.chooseframingham.com)

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Letter from Robert Halpin, Framingham Town Manager

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## **Important Information Regarding the Development Handbook**

This Development Handbook (Handbook) is for informational purposes only. Please refer to the applicable laws and regulations for specific technical and procedural requirements. In most cases, you will need to seek professional assistance in such areas as land survey, engineering, or law.

Although every effort has been made to ensure accuracy and completeness, the list of licenses, permits, and procedures contained in this Handbook are not guaranteed to be all-inclusive. Permitting procedures, fees, and timelines are subject to periodic review and change. Any errors and omissions in this Handbook will not relieve the property owner of the responsibility, obligation, or liability in fulfilling all legal requirements set forth by the Commonwealth of Massachusetts and the Town of Framingham.



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## Chapter One - Introduction

### Introduction

The purpose of this Handbook is to provide support and direction for future and current members of the Framingham business community. This Handbook provides vital information for applicants regarding the Town's permit processes that may be necessary for completion of a project in Framingham. The Town of Framingham hopes this Handbook will serve as a valuable tool for anyone pursuing a residential, commercial, and/or industrial development within the Town.

The Town of Framingham is committed to fostering a community with high quality development that will create jobs, broaden the Town's tax base, and allow existing companies to grow in place.

Town of Framingham officials strive to:

- Streamline the permitting process;
- Respond to all inquiries and applicants in a timely manner;
- Ensure that the permitting process is fair and open; and
- Promote future development through efficient permitting.

This Handbook is a source of general guidance and does not carry legal authority. The Town of Framingham's General By-laws, Zoning By-laws, and the Rules and Regulations Governing the Subdivision of Land within the Town, as applicable, take precedence over any information contained within this Handbook. Additionally, this Handbook is not intended to include a complete list of all possible licensing and permitting situations, nor does it include all permits required by federal and state agencies.

The permits and licenses needed for a specific project depend on the type of development. Almost all projects require some type of permit from the Town. Framingham makes every effort to minimize the processing time for permits and licenses through coordinated internal communications; however, the permitting process is often dictated by Massachusetts General Law (MGL) and therefore will require additional time to meet legal requirements set forth by the Commonwealth.

The Town of Framingham is committed to excellence in public service and the future success of your business. Feel free to contact the appropriate department (**Table 1** on page 8) to answer your questions, point you in the right direction, and provide you guidance throughout the permitting process. Chapter three of this Handbook provides an outline of these various stages of project development and the overall process of permitting in Framingham (**Chart 1** on page 9).



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**Table 1**  
**Town of Framingham**  
**Development Process Responsibility**

<b>Land Development Process</b>	<b>Town Department Responsible</b>
Project Determination and review of single family dwellings and duplexes on an existing lot; multi-family dwellings (three or more units); and nonresidential (commercial/industrial)	Building and Wire Department (508) 532-5500
Site selection and business assistance	Community & Economic Development (508) 532-5455
Permits for any dredging, alterations, removal, fill, construction, cutting, grading, or landscaping within 125' of wetlands (or of a bank to a stream), the 100 Year Flood Zone, or 200' of perennial streams	Conservation Commission (508) 532-5460
Subdivision and re-subdivision of land including site plan review, and special permits	Planning Board (508) 532-5450
Appeals of the Building Commissioners determination, special permits, and variances	Zoning Board of Appeals (508) 532-5455

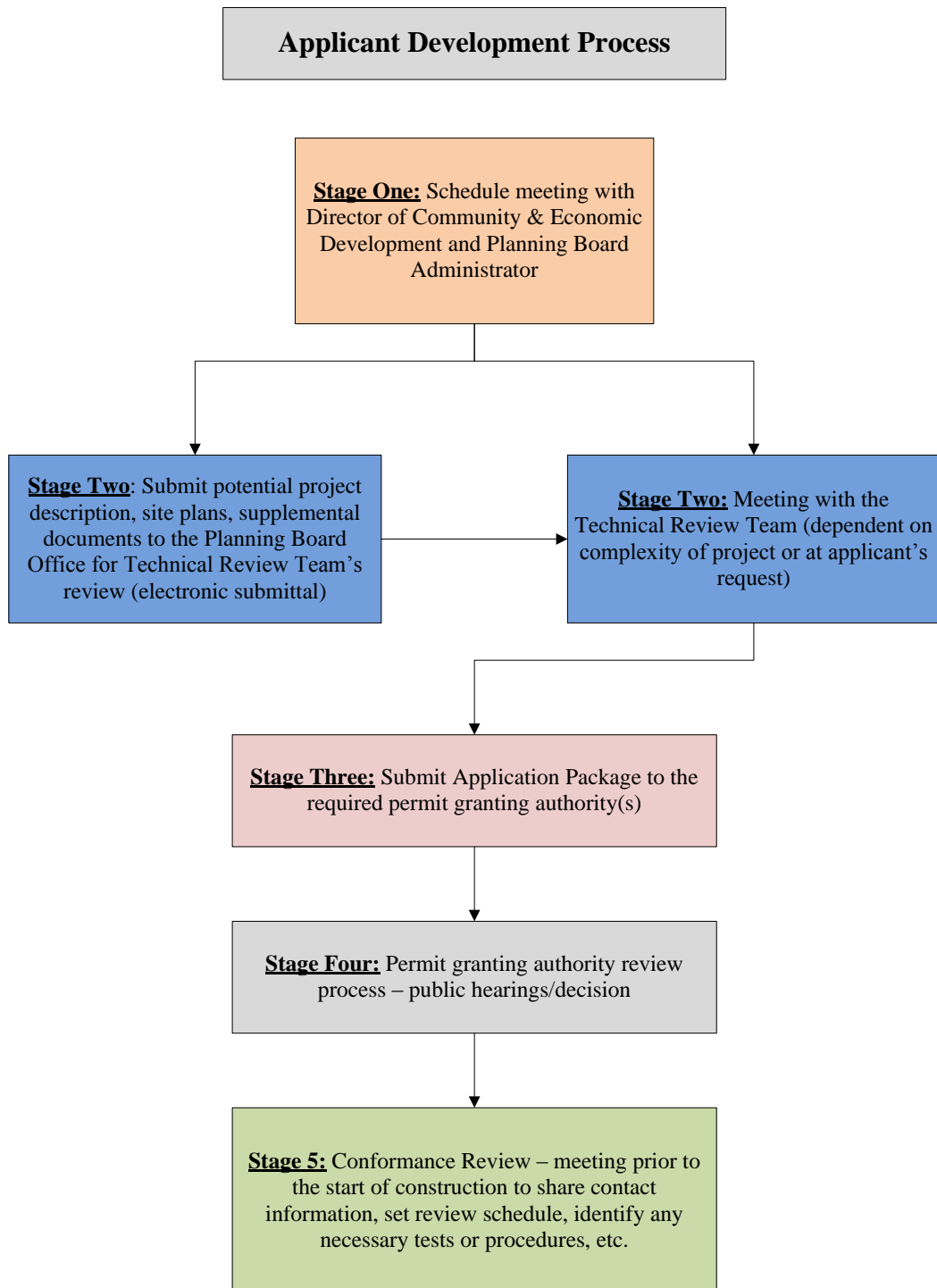


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**Chart 1**  
**Project Review and Approval Process**



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## Chapter Two – Zoning and Development

### Zoning and Development

This Handbook has been developed to help landowners, developers, whether new or experienced, and commercial brokers better understand what can be done in a range of scenarios for properties within Framingham. Site selection, knowing what to do with a property, and permitting can be a complicated process; and it is the intention of this Handbook to clarify and streamline the process for all users. The Town of Framingham is available to answer any questions that may arise before and during the project planning process. This Chapter provides a quick reference to Zoning and Zoning Districts in Framingham. Chapter Three - Project Development and Review Process outlines the process for applicants to follow, from site selection through construction of a project.

The basic information to know about your property before you start is:

- What Zoning District is the property located in?
- Who is the Owner of the Property and do you have permission to develop it?

Property information can be found on the Town's Website through the Assessors Database.

### What is Zoning?

All property in Framingham is located in one of 18 Zoning Districts (**Table 2** on page 12); many properties are also located within one of the Town's six Overlay Districts (**Table 2** on page 12). Zoning Districts determine the uses allowed in addition to specific regulations such as lot sizes, frontage, building height, open space, etc. The Framingham Zoning By-law has recently been re-codified to include a Table of Uses, which provides an outline of uses that are allowed in each Zoning District.



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**Table 2**  
**Town of Framingham Zoning Districts & Overlay Districts\***

<b>CODE</b>	<b>Zoning District</b>
<b>Residential Districts</b>	
G	General Residence
R-1	Single Family Residence (minimum lot size 8,000 square feet)
R-2	Single Family Residence (minimum lot size 12,000 square feet)
R-3	Single Family Residence (minimum lot size 20,000 square feet)
R-4	Single Family Residence (minimum lot size 43,560 square feet)
<b>Non-Residential Districts</b>	
B	Business
CB	Central Business
B-1	Neighborhood Business
B-2	Community Business
B-3	General Business
B-4	General Business
P	Office and Professional
M	General Manufacturing
M-1	Light Manufacturing
PRD	Planned Reuse
OSR	Open Space/Recreation
G-E	Geriatric Care/Elderly Housing
TP	Technology Park
<b>Overlay Districts</b>	
PUD	Planned Used Development
AE	Adult Entertainment
HC	Highway Corridor
RC	Regional Corridor
GP	Groundwater Protection District
SOL	Solar Overlay District

\*For uses permitted in each District, please reference the Framingham Zoning By-law



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## Chapter Three – Five Stage Planning and Permitting Process

### 3.1 Project Development and Review Process

To assist during the permitting process, Framingham has developed new procedures to guide applicants, and potential applicants, through the permitting process. The three main components are:

- A Five Stage Development process, discussed in greater detail below, to assist applicants from initial site selection through construction.
- A Technical Review Team (TRT), which reviews projects prior to official submission to the appropriate Boards and Committees. The TRT determines which permits and licenses are required, provides administrative review to decrease the overall time required, and ensures collaboration between permitting Boards and Committees.
- Conformance Review Team (CRT) which reviews and aids in the construction process of a permitted project.

Framingham is a Chapter 43D Expedited Permitting Community. Although not all properties in Town are designated as a Priority Development Site (PDS); the Town is committed to ensuring all projects are permitted as efficiently and consolidated as possible, and that permits are granted within 180 days or less if possible.

**Figure 1: Outline of Development Process in Framingham**



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## **3.2 Where to Start – Quick Reference**

### **Stage One - Preliminary meeting with Community Economic & Development and the Planning Board**

Stage one helps an Applicant generate an idea for a project, gain a better understanding of what can be done on the site and learn the steps required. During stage one, a meeting will be held with the Director of Community & Economic Development and the Planning Board Administrator to discuss possible options available for the property. This meeting can be scheduled by contacting the Planning Board Office (**Table 3** on page 15). If an Applicant already has a project idea for a site, this stage may be skipped. Additional information regarding stage one is described in more detail in Section **3.3.1** on page 15.

### **Stage Two - Pre-Application Project Review & Determination**

Stage two allows applicants that have an identified property, preliminary documentation regarding the property, and basic site plans and/or architectural plans to meet with the TRT to determine which licenses and permits are required. The TRT will provide comments and clearly layout the necessary process for each license and permit. Additional information regarding stage two is described in more detail in Section **3.3.2** on page 16.

### **Stage Three - Application Submittal**

Stage three is when the application(s) are filed with the appropriate Permit Granting Authority (PGA) as prescribed in stage two. Additional information regarding stage three is described in more detail in Section **3.3.3** on page 20.

### **Stage Four - Project Review Process**

Stage four is the review process to obtain the necessary licenses and permits applied for through the proper PGA. Once the appropriate PGA has deemed an application(s) from stage three complete, supporting staff of the specific PGA will provide a clear timetable and the explanation for the process. The PGA staff will provide a permit checklist for the applicant's reference. Additional information regarding stage four is described in more detail in Section **3.3.4** on page 21.

### **Stage Five - Construction & Conformance**

Stage five is the construction phase of the project. This stage will require an Applicant to work closely with the Building & Wire Department, Fire Department, and the respective PGA(s). Additional information regarding stage five is described in more detail in Section **3.3.5** on page 21.



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**Table 3**  
**Who to Contact for Project Development & Review Processes**

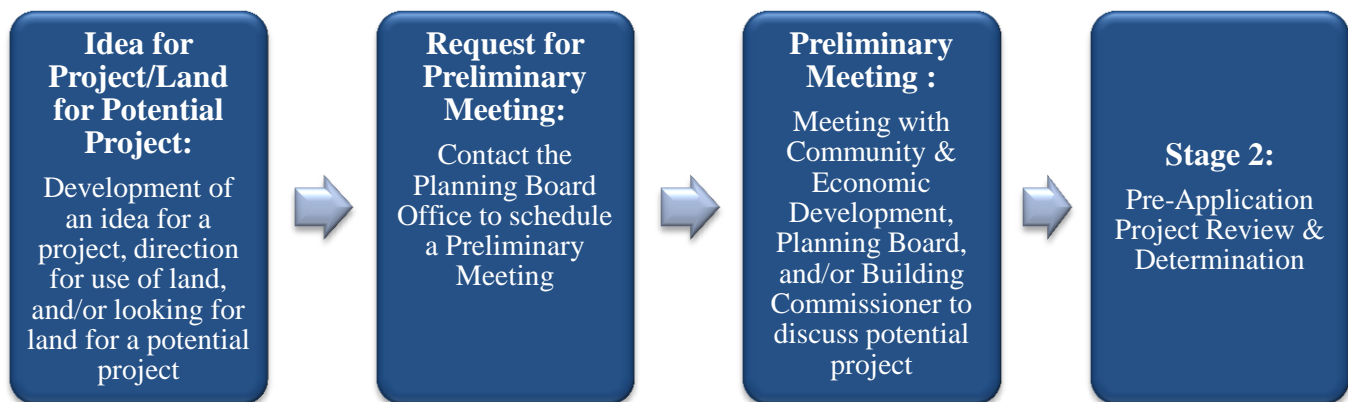
Stage	Contact	Phone Number
Stage 1	Planning Board Office	(508) 532-5450
Stage 2	Planning Board Office	(508) 532-5450
Stage 3	Permit Granting Authority as outlined in stage two	Various
Stage 4	Permit Granting Authority as outlined in stage two	Various
Stage 5	Building Department/ Permit Granting Authority	(508) 532-5500/Various

### 3.3 Development Process – Full Description

#### 3.3.1 Stage One. Preliminary Meeting with Community & Economic Development and the Planning Board

All applicants are encouraged to start at stage one with a preliminary meeting which allows the applicant and the Town to have a conversation about the possible site development and the specifics of the permitting process **Figure 2**. Additionally, the Town can inform the applicant about possible financial resources to assist with project development. There are no obligations from either side as a result of this meeting; it is strictly informational.

**Figure 2: Stage One: Preliminary Meeting Process**



### 3.3.1.1 Preliminary Meeting Contact

To start stage one, an applicant will need to contact the Planning Board Office (**Table 3** on page 15) to schedule a meeting with the Director of Community & Economic Development, the Planning Board Administrator, and/or the Building Commissioner.

### Scheduling a Preliminary Meeting

#### In Person:

Planning Board Office  
150 Concord Street, Room B-37  
Framingham, MA 01702

#### Electronic Submittal:

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Scheduling a Preliminary Meeting

#### Technical Review Team Questions:

(508) 532-5450

### 3.3.1.2 What the applicant can expect from the Preliminary Meeting

- To better understand what is and is not allowed on a specific property;
- If a property has not been located for a new business or expansion of an existing business, this can be discussed with the potential to find a property;
- To better understand the potential permitting process for applicants that are preparing for stage two;
- Establish a clear idea of what will be required of both the applicant and the Town of Framingham;
- Determine availability of financial resources that support company growth such as financing, workforce training, etc; and
- Establish the next steps.

Applicants are not expected to have site plans or official application submittal materials at a stage one meeting but are encouraged to bring whatever preliminary documents are available.

### 3.3.2 Stage Two. Pre-Application Project Review & Determination

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Stage two provides clear guidance regarding what is expected of an applicant based upon the submitted project description and site plans. All applicants are required to submit documentation as outlined in section 3.3.2.3, herein. The TRT will provide the applicant with a written report detailing the permits and licenses required. Complex projects requiring permits and/or licenses from more than one board or



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committee will be required to meet with the TRT. If a project does not require a meeting with the TRT, an applicant may request one, at their discretion.

Applicants choosing to bypass stage two may be subject to have their project reviewed by the TRT upon receiving a complete application at the risk of extending the length of review. Stage two is not only beneficial for the applicant, but also allows the TRT to ensure that stages three and four are clearly understood by the applicant and the process is efficiently managed.

### **3.3.2.1 Who is Required to Submit Projects for the TRT to Review?**

All commercial, office, and residential projects over two units shall be required to submit the documents as outlined in Section **3.3.2.3**, herein. If you have any questions determining if your potential project needs review, please contact the Building Department and/or Planning Board Office.

### **3.3.2.2 Technical Review Team**

The TRT is comprised of Town staff that represents a particular PGA and Town Departments, including: Board of Health Building Commissioner, Community & Economic Development, Conservation Commission, Department of Public Works, Disability Commission, Fire Department, Planning Board, Police Department, and Zoning Board of Appeals.

### **3.3.2.3 Submitting Documentation to the Technical Review Team**

The TRT meets on the 1st and 3rd Wednesday of each month at 9:00am. Applicants looking for permits within Framingham are required to submit electronically, a project narrative, reports, and impact statements related to the potential project, and site plans to the Planning Board Office. Documents must be submitted by Wednesday, at least one week prior to the next TRT meeting.

### **Document Submittal for the Technical Review Team**

#### **Drop-off or Mail:**

Planning Board Office  
150 Concord Street, Room B-37  
Framingham, MA 01702

#### **Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Technical Review Team Documentation

#### **Technical Review Team Questions:**

(508) 532-5450



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### 3.3.2.4 Technical Review Team Required Documentation Requirements

In order for the TRT to adequately review a project, an applicant shall submit the following documentation as applicable for review one Wednesday prior to the TRT Meeting.

- Reports (Community Impact, Stormwater, Traffic, etc.)
- Site Plans
- Architectural Plans
- Other Supporting Documents

### 3.3.2.5 TRT Suggestions, Recommendations, and Permitting/Licensing Determination

During a stage two review, each TRT department will complete the appropriate documentation indicating what permits, licenses, and/or modifications to the project are necessary. The TRT reviews will become part of the TRT Report. The TRT Report will clearly outline the necessary licenses and permits required for the project. Each applicant will receive a TRT Report which will include the recommendations from each TRT department and a prescription for moving the project forward. The TRT Report will be sent electronically to the applicant within one week of the TRT Meeting.

If during the TRT Meeting the TRT determines the project will require a meeting with the applicant due to the size and complexity of the project, the TRT will schedule necessary meetings with applicants to discuss the TRT Report and outline the next steps for moving the project forward.

### 3.3.2.6 What the Applicant can expect from the TRT

- A clear prescription of all required permits and licenses necessary to complete the project;
- Suggestions and recommendations for the project to ensure an efficient and timely review;
- **Table 4** on page 19 is a list of common review questions from each of the respective departments. The applicant's team is expected to take suggestions or recommendations under consideration for revisions to the project;
- An understanding of who the permitting and/or licensing Town Department contacts are;
- Ensures that all required permits and/or licensing authorities know what permits and/or licenses are required to ensure that the permitting process is cohesive and efficient for all; and
- Clear outline of the next steps.



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**Table 4**  
**Technical Review Team Department – Topics and Items of Review**

Department	Concerns/Questions
Building and Wire/Building Department	<ul style="list-style-type: none"> <li>• Compliance with Building, Health, Fire and Safety Codes</li> <li>• Sign By-law compliance</li> <li>• Zoning By-law compliance</li> </ul>
Fire Department	<ul style="list-style-type: none"> <li>• Access to the building</li> <li>• Locations of Master Box, fire hydrants, and other fire amenities</li> <li>• Sprinkler systems</li> </ul>
Department of Public Works – Engineering	<ul style="list-style-type: none"> <li>• Site circulation, in addition to pedestrian and bicycle accommodations</li> <li>• Stormwater, storm drain connection, and drainage utilities</li> <li>• Utilities: gas, water, electricity</li> <li>• Sewer &amp; Water Design</li> <li>• Water &amp; Sewer Connection</li> <li>• Driveway, trench-roadway, encroachment, excavation permits</li> <li>• Work in Town Right-of-Way</li> <li>• Solid Waste Disposal</li> <li>• Refuse: Collections and Disposal</li> </ul>
Planning Board	<ul style="list-style-type: none"> <li>• Site Circulation for vehicles, pedestrians and deliveries</li> <li>• Pedestrian and bicycle accommodations on and off the site</li> <li>• What types of alternative energies are being utilized (LEED, LID, etc.)</li> <li>• Architectural scale of the proposed building with the surrounding area and buildings</li> <li>• Compliance with the Zoning By-law, Master Plan and other Town plans</li> <li>• Traffic caused by the potential project and mitigation plan</li> <li>• Stormwater features and systems being proposed</li> <li>• Fiscal impact and community impact on the Town and the neighborhood</li> </ul>
Department of Public Works – Conservation Commission	<ul style="list-style-type: none"> <li>• What resources are being impacted?</li> <li>• How are the performance standards related to all applicable resource areas being met?</li> <li>• What mitigation measures are being taken to minimize impact?</li> <li>• What erosion controls are being employed and where are they being placed?</li> <li>• Are stormwater standards being met? If so how and by what percentages?</li> <li>• Have alternatives been considered to avoid resource areas and/or minimize impacts?</li> </ul>



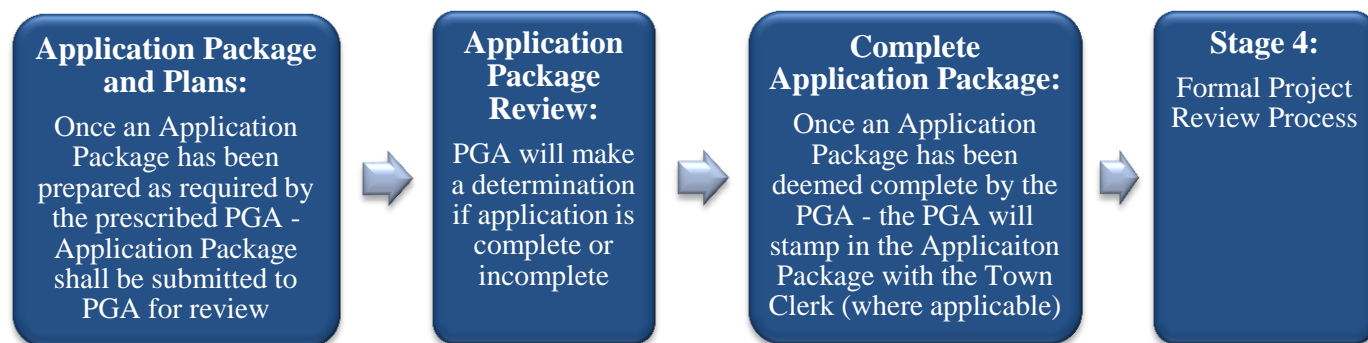
	<ul style="list-style-type: none"> <li>Has the applicant reached out to the state's Natural Heritage and Endangered Species Program to determine whether rare species habitats or migratory bird areas are located on the site?</li> </ul>
Board of Health	<ul style="list-style-type: none"> <li>Review site plans for public safety</li> <li>No presence of noise, vibration, glare, fumes, odors, gas, smoke, nuisance related to the project</li> <li>Complete Streets and compliance healthy communities</li> <li>Elimination of hazardous conditions</li> <li>Review of private and semi-private public water</li> <li>Review of septic systems, wetlands and stormwater systems</li> </ul>
Community & Economic Development	<ul style="list-style-type: none"> <li>Compliance with Zoning By-law, Master Plan, and other Town plans</li> <li>General review of (local and regional) impacts and how they can be minimized</li> <li>Has the applicant considered implementation of bike/pedestrian amenities, energy efficient elements, and Best Management Practices?</li> </ul>

### 3.3.3 Stage Three. Application Submittal

Once an applicant has received the TRT Report from the TRT, the applicant can begin to submit the necessary materials as specified to the PGA as prescribed (**Figure 3**). If permits are required from different boards, the sequence and timing of submittals will be noted on the TRT Report.

Upon receipt of the application package, the PGA shall review the application package for completeness in accordance with the PGA's submittal requirements. Once the PGA deems an application package complete, the application package will be filed with the Town Clerk and stage four will commence.

**Figure 3: Application Submittal**



### 3.3.4 Stage Four. Project Review Process

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During stage four, the specific PGA will contact the applicant to schedule a meeting to discuss the timelines, review the Permit Checklist (**Appendix G: – Permit Checklist**), and answer any questions about the specific permit requirements and the overall process.

#### 3.3.4.1 Town Department Comment Letters

Once an application is deemed complete by the PGA and filed in with the Town Clerk (if required), it is distributed to the TRT. The TRT will provide comments based on compliance with Town standards and procedures, and/or to be considered in the betterment of a project. PGA staff from multiple departments will meet on particular projects that require permits from their respective PGA. The applicant will receive copies of any comment letters received. Applicants may request meetings with individual members of the TRT to discuss specific comments.

#### 3.3.4.2 Projects Requiring Site Plan Review or Special Permits from the Planning Board

Projects requiring Site Plan Review or Special Permits from the Planning Board, as determined by the TRT, may request a project review meeting after a complete application has been submitted in stage three. Some projects, due to their complexity, will be required to have a project review meeting with the respective PGA.

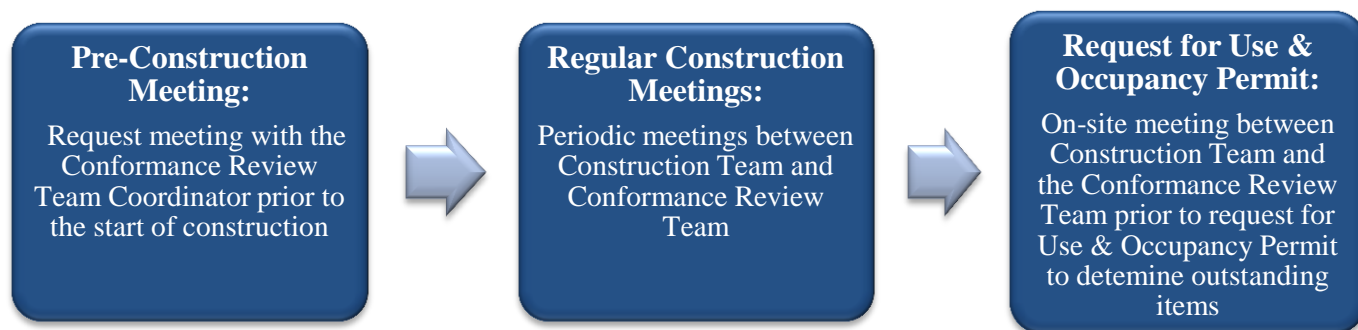
The project review meeting allows the applicant and the Town to discuss any questions and/or concerns that arose during the initial review and ensure the project details are clearly understood.

### 3.3.5 Stage Five. Construction - Conformance

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Once a project has received all necessary permits, the applicant may begin the construction phase. During this stage, the applicant works closely with the Building & Wire Department, Department of Public Works, Fire Department, and the appropriate PGA staff. Stage five is discussed with each applicant during the decision phase of stage four (**Figure 4**)

**Figure 4: Construction Conformance**



### **3.3.5.1 Who is Required to have a Pre-Construction Meeting with the Conformance Review Team**

All applicants who have received a written decision from the Planning Board, Conservation Commission, or Zoning Board of Appeals shall be required to attend a pre-construction meeting with the Conformance Review Team (CRT). There will be some instances where minor developments may not need a pre-construction meeting. If you have any questions determining if your project needs a pre-construction meeting with the CRT, please contact the PGA.

### **3.3.5.2 Pre-Construction Meeting**

During the pre-construction meeting, the CRT will review the Town's construction standards with the applicant's construction team, review all submitted pre-construction meeting documentation, determine points of contact for each of the CRT's reviewers, determine a schedule of recurring on-site meetings, and clearly describe the necessary steps to obtain the Use & Occupancy Permit.

### **3.3.5.3 Conformance Review Team**

The CRT is comprised of Town staff that represents a particular PGA and Town departments, including: Building Commissioner, Conservation Commission, Department of Public Works, Fire Department, Planning Board, Police Department, and Zoning Board of Appeals. The CRT works to ensure that projects meet Town construction standards while working with applicants during the construction phase of projects. The Town staff and departments that make up the CRT may vary depending on the scale of certain developments.

### **3.3.5.4 Documentation Required by the Conformance Review Team**

The CRT meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month starting at 9:00am. Applicants looking to start the construction phase of their projects are required to request a pre-construction meeting with the Conformance Review Team. The applicant should submit a project timeline, a list of all contacts/construction managers, including a 24 hour contact, and site plans. A pre-construction meeting can be scheduled with the Planning Board Office and all documentation must be submitted electronically to the Planning Board Office as noted below. Documents must be submitted by Wednesday at 3:00pm of the week prior to be reviewed at the next pre-construction meeting.

#### **Document Submittal for Conformance Review Team**

##### **Drop-off or Mail:**

Planning Board Office  
150 Concord Street, Room B-37  
Framingham, MA 01702

##### **Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)  
Subject Line: Pre-Construction Meeting Request

**Conformance Review Team Questions:** (508) 532-5450



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### **3.3.5.5 What the Applicant can expect from the Conformance Review Team**

- A clear timeline from each member of the CRT to ensure all construction projects are reviewed in a timely manner;
- An understanding of who the Town's conformance reviewers are and who is the point of contact for each requirement;
- Ensures that all CRT members understand what is expected by the applicant;
- A process for requesting a modification for approved items; and
- Clear outline of the conformance review process.

### **3.3.5.6 Request for Use & Occupancy Permits**

The applicant shall contact the Planning Board to schedule an on-site project review with the CRT before requesting the Use & Occupancy Permit. Following this meeting, the applicant will receive a list of all outstanding items to be completed prior to the issuance of the Use & Occupancy Permit.



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## Chapter Four – Development Review Departments

### Town of Framingham Departments

#### **BOARD OF HEALTH (150 CONCORD STREET, ROOM 205 & 31 FLAGG DRIVE, ROOM D15)**

The Board of Health has a mission to protect, promote, and preserve the health and wellbeing of all residents of the Town of Framingham. The Board of Health strives to achieve its mission by performing the following services: environmental health, public health nursing, epidemiology/disease surveillance, emergency preparedness/medical reserve corps, environmental protection, tobacco control, and mosquito control. Additionally, the Board of Health monitors landfills, inspects all Town restaurants and food service providers, reviews all well and septic plans and upgrades, collects applicable fees and deals with various health issues, and solves the day-to-day health disputes where the public is concerned.

**Process for Obtaining Permits:** Permit Application Packets are mailed each year during renewal period. Permits may be obtained after a successful application process or upon request – depending on the permit request.

**Appeal Process:** An appeal is made to the Board of Health or DEP; for all others an appeal is made to the Superior Court

**Applicable Local, State and Federal Statutes:** Title V, 310 CMR, Board of Health Regulations

#### **BOARD OF SELECTMEN (150 CONCORD STREET, ROOM 121)**

The Board of Selectmen is the Chief Elected Officials of the Town of Framingham and play an intricate role in the affairs of the community. The Board of Selectmen is responsible for general policy oversight of all Town functions with particular attention to the Town's fiscal matters and licensing. The Board of Selectmen's authority includes appointment of the Town Manager and Town Counsel, concurrence of Town Manager's recommendation for Chief Financial Officer, Chief of Police, Fire Chief, and Human Resource Director, as well as appointments to various boards, committees, and commissions.

#### **BUILDING DEPARTMENT/INSPECTIONS (150 CONCORD STREET, ROOM 203)**

The Building Department issues all building related permits and performs all related inspections. This office will usually be the first point of contact with the Town when seeking information concerning the development approval process. The Division's Inspectional Services Department will be able to advise you if your proposed development plans may be approved as-of-right, or if potential relief is available via a Special Permit and/or Site Plan Approval from the Planning Board or a Special Permit or Variance from the Zoning Board of Appeals. The Building Department will reference the provisions of the Zoning By-law that applies to your proposed plan and offer guidance on future processes. The Building Department is the permit granting authority for all signs, buildings, certificates of occupancy, gas, plumbing and electrical work.



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**Process for Obtaining Permits:** Submit completed application to the Building Department.

**Time Frame for Decisions:** In accordance with Massachusetts State Building Code, Chapter 1, Section 105.3.1, the inspector has thirty days to review a permit application.

**Appeal Process:** State Building Code Appeals Board

**Applicable Local, State and Federal Statutes:** 780 CMR, 8<sup>th</sup> Edition

### **CHAPTER 43D PERMITS COORDINATOR (150 CONCORD STREET, ROOM B-37)**

The Permits Coordinator is the first point of contact when developing a project proposal or applying for a permit. This position acts as a single point of reference and contact for all development related permit information. Throughout the development, the Permits Coordinator acts as a liaison between the applicant and the Town permit-issuing authorities. The Permits Coordinator helps applicants track where an application is in the process as well as when a decision can be expected to arrive.

### **COMMUNITY AND ECONOMIC DEVELOPMENT (150 CONCORD STREET, ROOM B-2)**

The Community and Economic Development Division promotes the Town's economic development and enhance the quality of life for Framingham residents. To advance these objectives, the division undertakes a variety of planning, economic, and community development projects, in support of the Town's Master Plan. These projects support the decision-making and actions requested by the Town Manager, Board of Selectmen, and other departments. Ultimately, the division's work consists of:

- Improving residential neighborhoods
- Supporting our existing businesses
- Encouraging appropriate economic development
- Promoting Framingham as a desirable place to live, shop, work and invest

The division works closely with other town divisions and stakeholders to ensure comprehensive approaches to community and economic development. The division pursues and administers federal and state grants to advance town objectives.

### **CONSERVATION COMMISSION (150 CONCORD STREET, ROOM 213)**

The Conservation Commission's job is to uphold the state Wetlands Protection Act (MGL Chapter 131, Section 40), the Framingham Wetlands Protection By-law (Article V Section 18), and to protect and manage the Town's open space. The Conservation and Open Space Division of the Department of Public Works approves site plans and issues permits for work in or near wetlands, flood zones, rivers, and wetland buffer zones under the Wetlands Protection Act, the Rivers Protection Act, and the Framingham Wetlands By-law. The Conservation Commission also works to preserve other important resources areas protected by the state. A permit must be obtained for any dredging, alterations, removal, fill, construction, cutting, grading, or landscaping within 125' of wetlands (or of a bank to a stream), the 100 Year Flood



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Zone, or 200' of perennial streams. Staff participates in the TRT that reviews all large-scale development plans. Any applicant can contact the Conservation Commission Staff and meet either on-site or in the office to review a possible application and offer guidance as well as lists of consultants and native plant species for landscaping uses. An applicant can also come before the Conservation Commission for a discussion of a possible project prior to submission, so that they may gauge the Conservation Commission's initial reaction to a project and its possible impacts.

**Time Frame for Hearing:** Varies depending on the type of permit, project scope, and alterations/impacts to resource areas.

**Time Frame for Decisions:** To be determined based upon the type of application, project scope, and types of impacts on resource areas and buffer zones.

**Appeal Process:** 10 days after permit is issued under the State Wetlands Protection Act: 60 days under the By-law after permit is issued.

**Applicable Local, State and Federal Statutes:** Determined by the Department of Environmental Protection. Please see [www.mass.gov/dep](http://www.mass.gov/dep) for applications and information.

### **DEPARTMENT OF PUBLIC WORKS (150 CONCORD STREET, ROOM 213 MEMORIAL BUILDING OR 100 WESTERN AVENUE)**

The Department of Public Works (DPW) is responsible for the maintenance and management of the Town's infrastructure (roadways, water, sewer, etc.) and oversees and undertakes major infrastructure improvement projects. It is home to the Highway Department, Water Department, Sewer Department, Solid Waste Management Department, and Engineering Department. The DPW is part of the TRT that reviews all large-scale development plans.

### **DISABILITIES COMMISSION**

The commission researches local problems of people with disabilities, advises and assists municipal employees in ensuring compliance with applicable laws and regulations that affect people with disabilities, coordinates programs designed to meet the problems of people with disabilities, and provides information, referrals, guidance and technical assistance on matters pertaining to disabilities to any inquiring entities. The majority of the 9 member commission is comprised of people with disabilities, 1 person must be an immediate relative of a person with a disability and 1 person must be an elected or appointed official of the town.

### **FIRE DEPARTMENT (10 LORING DRIVE)**

The Fire Department's mission is to be the leader in emergency response. The Fire Department is responsible for protecting Framingham residents, businesses, and institutions from loss of life and property from the ravages of fire. The Department also responds to medical emergencies, hazardous materials incidents, water problems, and other calls for assistance. The Department's Fire Prevention



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Division offers safety education, code enforcement, and inspections. The Fire Department is part of the TRT that reviews all large-scale development proposals. MGL Chapter 148 Section 26G, 26H & 26I, require the installation of fire sprinkler systems in certain buildings and are enforced by the Fire Chief. Building plans need to be reviewed by the fire department in order to determine applicability of the statute to the project. This review is typically done concurrently with the building permit application.

**Process for Obtaining Permit:** The State Fire Code (527 CMR) requires various permits be obtained from the fire department for certain building construction and site development work, depending on the nature of the project. The time review of such applications varies depending on the complexity of the project. Where complete applications are submitted along with building construction plans, reviews can be done in the same timeframe as the construction plans (30 days).

**Appeal Process:** Appeals are conducted through the Fire Prevention Regulations Appeals Board or through the courts.

### **Fire Department Review for the Planning Board**

The fire department will typically review site development plans for concerns with fire department site access and available fire water supplies. Site reviews can be accomplished within 14 days. 527 CMR:10.25 requires site access for certain projects. Town by-laws related to fire safety are also considered in this review.

### **Fire Department for the Board of Selectmen**

Statewide standard application form for license requires approval/disapproval from the Fire Chief prior to submittal to the licensing authority. As directed by the State Fire Code (527 CMR), the storage, use or manufacturing of some materials will require a permit from the fire department in addition to the license. It is assumed for materials where both a license and fire department permit is required, that the applications would be the same. There is no application fees associated with the license review for all other materials. Applications typically take no more than 30 days for fire department review. Appeals are handled through the courts. Licenses are needed for land for explosives and inflammables above certain threshold aggregate quantities on a single parcel (flammable and combustible liquids, flammable gases, flammable solids, liquefied petroleum gases, explosives, fireworks). License hearings must follow the public hearing requirements of MGL Chapter 148 Section 13.

### **Fire Department Review for the Building Department**

According to the State Building Code (780 CMR), application for a building permit requires approval/rejection of plans by the Fire Department related to fire and life safety systems, special (hazard) occupancies, and any renovation/change to an existing building. Applications would typically take no more than 30 days for fire department review. Appeals would be through the MA Building Code Appeals Board. There is no public hearing required for the fire department review of the building permit application. Regulatory authority: 780 CMR: 107.1.2



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## **PLANNING BOARD (150 CONCORD STREET, ROOM B-37)**

Established by MGL Chapter 41, Section 81A and governed by local zoning bylaws and subdivision rules and regulations, the Planning Board is responsible for all community and economic development, planning, and housing activities in Framingham. The Planning Board which is represented by the Planning Board Administrator approves site plans, issues special permits, approves subdivisions, and reviews and makes recommendations on zoning amendments. The Planning Board works with project proponents and the community to shape projects to minimize impacts to the community while accommodating significant new development growth, which provides excellent employment opportunities, and supports a growing tax base for new services.

**Process for Obtaining Permits:** The Building Commissioner makes a determination for the appropriate approvals, endorsements, or permits needed to be obtained from the Planning Board. A complete Planning Board application and supporting materials as outlined in the Planning Board Application Packet are deemed complete by the Planning Board Administrator and stamped in with the Town Clerk.

**Approval Not Required (ANR):** The Planning Board shall make a determination to endorse or deny the plan within 21 days of a complete application. An extension of time may be granted and stamped in with the Town Clerk.

**Site Plan, Special Permit, and Definitive Subdivision Plan:** After an application is deemed complete, Department Staff has 35 days to provide a comment letter for the application. Prior to the first public hearing a Departmental Staff Review meeting is held with the applicant and Project Team.

The public hearing must be opened within 65 days of a complete application and within 21 days of filing a complete application for an Approval Not Required (ANR).

**Time Frame for Decisions:** Within 90 days of the close of a public hearing

**Appeal Process:** Appeals must be filed with the Town Clerk within 20 days of the decision filing in accordance with MGL Chapter 40A, Section 17. Anyone aggrieved by the decision of the Board may file an appeal with the Superior Court or Land Court within 20 days of the date of the filing of the decision with the Town Clerk.

**Applicable Local, State and Federal Statutes:** Massachusetts General Laws Chapters 40A and 41, also see Framingham Zoning By-laws, Rules and Regulations of the Planning Board, Regulation of the Planning Board Governing the Subdivision of Land in the Town of Framingham, and Framingham General By-laws.

## **POLICE DEPARTMENT (1 WILLIAM WELCH WAY)**

The Police Department is responsible for protecting and serving those who live, work, and travel in Framingham. The Police Department enforces the Town's traffic and parking regulations, and offers a wide variety of public safety programs. The Police Department is part of the TRT that reviews all large-scale development proposals.



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## **ZONING BOARD OF APPEALS (150 CONCORD STREET, ROOM B2)**

The Zoning Board of Appeals is the permit granting authority and the special permit granting authority for projects that do not meet the requirements of the Framingham Zoning By-laws. The Zoning Board of Appeals issues special permits, variances and hears petitions for administrative appeals from decisions made by the Building Inspector and the Planning Board. The Zoning Board of Appeals function is to approve or deny requests for special permits or variances, and issue Findings through the public hearing process determining if the required criteria as stated in the Zoning By-law have been met. The Zoning Board of Appeals also administers the Comprehensive Permit process for affordable housing as set forth under MGL Chapter 40B. The Zoning Board Administrator participates on the TRT that reviews all large-scale development plans.

**Process for Obtaining Permits:** The Zoning Board of Appeals shall accept appeals of the zoning enforcement officer/building commissioner's decision within thirty days of said decision. A completed Zoning Board of Appeals application, the letter of denial from the Building Commissioner, any supporting documentation for consideration and the appropriate filing fee shall be submitted to the Zoning Board of Appeals to be placed on the next available public hearing agenda.

**Time Frame for Public Hearing:** The Zoning Board of Appeals shall hold a public hearing on any appeal, application or petition within 65 days (30 days for sign cases) from the receipt of notice by the board of such appeal, application, or petition.

**Time Frame for Decisions:** The decision of the Zoning Board of Appeals shall be made within 100 days (60 days for sign cases) after the date of filing of an appeal, application or petition, except in regard to special permits as provided for in MGL Chapter 40A, Section 9.

**Appeal Process:** Any person aggrieved by a decision of the Zoning Board of Appeals or any special permit granting authority or by the failure of the Zoning Board of Appeals to take final action concerning any appeal, application, or petition within the required time may bring an action within 20 days (60 days for sign cases) after the decision has been filed in the office of the Town Clerk as stipulated in MGL Chapter 40A, Section 17.



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## Appendix A: Glossary of Terms

**Abbreviated Notice of Resource Area Delineation (ANRAD):** ANRAD's are an application used to determine the type of resource areas on one's property. Wetlands and related jurisdictional areas are delineated by a competent source (wetland scientist, land surveyor, or engineer) to evaluate the property and are hired by the applicant. Property owners should file an ANRAD when they wish to know what they are dealing with for possible future development or projects. Once the Conservation Commission reviews the ANRAD they will issue an Order of Resource Area Delineation (ORAD). The ORAD is a confirmation of what is on the property and can now be used as reference for future proposed projects. The ORAD cites whether the delineation was accurate, inaccurate or modified, citing the flag numbers in the decision.

**\*Note:** ORADs and ANRADs do not include any proposed work in the filing or permit. They are strictly for determining resource areas. If work is proposed, a Notice of Intent (NOI) should follow the ANRAD.

**Allowed As-of-Right:** Projects that do not require special relief from the Zoning By-law.

**Applicant:** Any person or entity or their authorized representative who files an application for a permit under the law.

**Application:** All plans, forms, reports, studies, or other documents that are submitted to any Board, Commission, Committee and/or Department for review and consideration of a permit, license, or certificate.

**Approval Not Required (ANR):** The division of land where the court has interpreted the Subdivision Control Law to impose three standards that must be met in order for lots shown on a plan to be entitled to an endorsement by the Planning Board that "approval under the Subdivision Control Law is not required."

1. The lots shown on such plan must front on one of the three types of ways specified in Chapter 41, Section 81L, MGL;
2. The lots shown on such plan must meet the minimum frontage requirements as specified in Chapter 41, Section 81L, MGL; and,
3. A Planning Board's determination that the vital access to such lots as contemplated by Chapter 41, Section 81M, MGL, otherwise exists.

**Certificate of Occupancy:** Authorization from the Building Commissioner to inhabit or use the premises.



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**Change of Use:** An alteration of part or all of an existing structure from one use category to another.

**Conformance Review Team (CRT):** A review committee consisting of representatives who meet throughout the construction phase of a project to provide guidance and review of construction projects. The Conformance Review Team shall include the Building Commissioner, Conservation Commission, Planning Board, Zoning Board of Appeals, the Board of Health, the Department of Public Works, the Disabilities Commission, the Fire Department, and the Police Department.

**Decision:** Action by a Board, Commission, Committee, and/or Department on an application.

**Determination of Applicability:** Please see Request for Determination of Applicability.

**Expedited Permitting Program:** Gives cities and towns the ability to promote commercial development on pre-approved parcels by offering expedited permitting on those parcels. Such development shall be primarily commercial however mixed-use properties shall also qualify for priority designation so long as they conform to the statutory requirements for a priority development site. The program is optional.

**Notice of Intent (NOI):** NOIs are applications that are used when the proposed work will have an effect on a wetland resource area and associated buffer zones. NOIs are used for projects that include, but are not limited to, ground disturbance, take up flood zone capacity, and/or are in close proximity to a resource area or associated buffer zone. Examples include additions, in-ground swimming pools, septic tanks, commercial/industrial projects, etc. If the project can be permitted, an Order of Conditions will be issued. A project may be denied due to lack of information, or it cannot be conditioned to meet the performance standards set forth in the wetland regulations and the Framingham Wetlands Protection Regulations.

**Occupancy Permit:** Required for occupancy of a structure for which a building permit has been issued. The occupancy permit certifies that construction complies with the Massachusetts Building, Plumbing, and Electric Codes and with the requirements of the National Fire Protection Association. It also certifies that the intended use and number of occupants complies with the Massachusetts Building Code and the Framingham Zoning By-law.

**Order of Conditions:** Please see Notice of Intent.

**Order of Resource Area Delineation (ORAD):** Please see Abbreviated Notice of Resource Area Delineation.



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**Permit Granting Authority (PGA):** A Town Department that is in charge of issuing a license or permit for said project.

**Pre-Construction Meeting:** A meeting prior to the start of construction of a permitted project between the applicant's Construction Team and the Conformance Review Team. All applicants who have received a written decision from the Planning Board, Conservation Commission, or Zoning Board of Appeals shall be required to attend a pre-construction meeting with the Conformance Review Team, unless waived by the Permitting Granting Authority.

**Priority Development Site (PDS):** A privately or publicly owned property that is: (1) commercially or industrially zoned, or zoned for mixed use development; (2) eligible under applicable zoning provisions, including special permits or other discretionary permits, for development or redevelopment containing at least 50,000 square feet of gross floor area in new or existing buildings or structures; and (3) designated as a priority development site by the board. Several parcels or projects may be included within a single priority development site. Wherever possible, priority development sites should be located adjacent to areas of existing development or in underutilized buildings or facilities, or close to appropriate transit services.

**Request for Determination of Applicability (RDA):** An RDA is an application used to ask the Conservation Commission if proposed work will have adverse impacts on a wetland, resource area, and/or buffer zones. RDAs are generally acceptable for small-scale projects such as decks, sheds, patios, and some swimming pools (above ground) in buffer zones and outer riparian areas only. Typically, the less ground disturbance and scope of work, the more likely an RDA will be accepted. If the Commission accepts the application, they will issue a Negative Determination of Applicability (Neg. DOA). This means that your proposed project will not have an adverse impact on the resource area or buffer zones. A Positive Determination of Applicability (Pos. DOA) means that the proposed project will have an impact on jurisdictional areas and a Notice of Intent must be filed for the work.

**Sign Permit:** Required under the General By-law Article IV, Section 8 for all signs. Inquiries should be made to the Building Department.

**Site Plan Approval:** Authorization to proceed with a plan that details the development of a site (access/egress, pedestrian access, parking building design and location, lighting, landscaping, screening, etc.).



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**Special Permit:** Authorization to introduce a specified use allowed by the Zoning By-law in a special location.

**Subdivision Approval:** The division of a tract of land into two or more lots when the construction of a new roadway is involved.

**Technical Review Team (TRT):** An informal working group consisting of representatives of the various Town Departments to review pre-application projects. The TRT meets on a regular basis to provide comments, concerns, recommendations, and a permit/license determination for pre-application projects prior to the submittal of a formal application. The TRT shall include the Building Commissioner, Conservation Commission, Planning Board, Zoning Board of Appeals, the Board of Health, Community & Economic Development, the Department of Public Works, the Disability Commission, the Fire Department, and the Police Department.

**Variance:** Relief from certain dimensional and/or use requirements of the Zoning By-law.

**\*Note:** Additional definitions are provided in the Town's Zoning By-laws (Section I.E.)



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## Appendix B: Resources and References

The Town of Framingham has many resources in addition to the Department Staff. Below are several documents that should be referenced in preparation of an application or project.

- Town of Framingham Master Plan
- Framingham Zoning By-law
- Framingham General By-law
- Zoning Board of Appeals Rules, Regulations and Hearing Procedures
- Zoning Board of Appeals Comprehensive Permit Rules and Regulations
- Planning Board Rules and Regulations
- Rules and Regulations Governing Subdivision of Land in the Town of Framingham
- Wetland Protection Act
- Wetlands Protection Bylaw and associated Regulations



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## Appendix C: Quick Reference Contact List

**3.3.1 Stage One:** Preliminary meeting with representatives from Community & Economic Development, the Planning Board, and the Building and Wire Department.

Director of Community and Economic Development

Planning Board Administrator

Building Commissioner

### Scheduling a Preliminary Meeting

#### In Person:

Planning Board office

150 Concord Street, Room B-37

Framingham, MA 01702

#### Electronic Submittal:

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Scheduling a Preliminary Meeting

#### Preliminary Meeting Request:

(508) 532-5450

### 3.3.2 Stage Two: Pre-Application Project Review Requirements

Technical Review Team Coordinator(s)

- Planning Board Administrator
- Building Commissioner

### Document Submittal for Technical Review Team

#### Drop-off or Mail:

Planning Board office

150 Concord Street, Room B-37

Framingham, MA 01702



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**Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Technical Review Team Documentation

**Technical Review Team Questions:**

(508) 532-5450

**3.3.3 Stage Three: Application Submittal**

Permit Granting Authority Coordinator(s)

- Board of Health –Director of Public Health
- Board of Selectmen –Town Licensing
- Building & Wire –Building Commissioner
- Conservation Commission –Conservation Commission Administrator
- Planning Board - Planning Board Administrator
- Zoning Board of Appeals - Zoning Board of Appeals Administrator

**3.3.5 Stage Five: Construction –Conformance**

Conformance Review Team Coordinator(s)

- Planning Board - Associate Program Planner
- Building Department – Building Plans Examiner

**Document Submittal for Conformance Review Team****Drop-off or Mail:**

Planning Board office

150 Concord Street, Room B-37

Framingham, MA 01702

**Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Pre-construction Meeting Request

**Conformance Review Team Questions:**

(508) 532-5450



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## Appendix D: Meeting Calendar

### Town Board and Commission, Technical Review Team, and Conformance Review Team Meeting Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1		BOS++	TRT+ CON COM++	PB++	
Week 2		ZBA++	CRT+	PB++	
Week 3		BOS++	TRT+ CON COM++	PB++	
Week 4			CRT+	PB++	
Week 5			CON COM*++	PB++	

\*For the purposes of land management  
 + meetings between 8:30am-5:00pm  
 ++ meetings between 7:00pm-10:00pm

**CON COM** - Conservation Commission: 1<sup>ST</sup> & 3<sup>RD</sup> Wednesday of each month and 5<sup>th</sup> Wednesday

**BOH** - Board of Health: Based on availability of Board Members

**BOS** - Board of Selectmen: 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month

**PB** - Planning Board: Every Thursday of each month

**ZBA** - Zoning Board of Appeals: 2<sup>nd</sup> Tuesday of each month

**TRT** – Technical Review Team: 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month

**CRT** – Conformance Review Team: 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month



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## Appendix E: Permit Matrix

	Building Department	Planning Board	Board of Selectmen	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works
Abbreviated Notice of Resource Area Delineation (ANRAD)				X				
Animal Permit					X			
Annual Inspections Places of Assembly	X							
Appeals							X	
Approval Not required		X						
Auctioneer's Licenses			X					
Automatic Amusement Devices			X					
Automotive Dealer License			X					
Bingo Permit			X					
Blasting Permit						X		
Body Art					X			
Building Permit	X							
Carbon Monoxide System Installation						X		
Carnival License			X					
Certificate of Compliance				X				
Certificate of Occupancy	X							
Chapter 43D		X						
Coin-Operated Machine Licenses			X					
Commercial Building Permit	X							
Commercial Garage			X					
Common Victualer License			X					



	Building Department	Planning Board	Board of Selectmen	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works
Compressed Natural Gas Systems						X		
Definitive Development Plan		X						
Disposal System Construction Permit					X			
Disposal Works Installer's Permit					X			
Determination of Applicability				X				
Dust Producing Operations						X		
Electrical Permit/Inspection	X							
Explosives & Black Powders						X		
Fire Alarm System Installation						X		
Fire Detection and Suppression Systems	X					X		
Fire Flow/Pump Test	X					X		
Flammable Materials	X					X		
Food Establishment	X				X			
Food Permit					X			
Foreclosed Property Registration	X							
Form A- Approval Not Required		X						
Form B- Preliminary Subdivision Plan		X						
Form C- Definitive Subdivision		X						
Form D- Designer's Certificate		X						
Form E- Certificate of Completion		X						
Form F- Covenant		X						
Gas Permit Application	X							
Hazardous Material Processing						X		



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	Building Department	Planning Board	Board of Selectmen	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works
Hazardous Tree Removal; in wetland jurisdictional area				<b>X</b>				
Hawker and Peddlers License			<b>X</b>					
Industrial Sewer Permit			<b>X</b>					
Installation of an Aboveground Storage Tank						<b>X</b>		
Installation of an Underground Storage Tank						<b>X</b>		
Junk Collector or Dealer			<b>X</b>					
Land Disturbance		<b>X</b>						
Liquefied Petroleum Gas						<b>X</b>		
Liquor License			<b>X</b>					
Livery License			<b>X</b>					
Master Box Connections						<b>X</b>		
Medical Marijuana Permit					<b>X</b>			
Modification to a Public Way		<b>X</b>						<b>X</b>
Motel/Hotel/Inn Permit					<b>X</b>			
Moving Buildings in Public Way	<b>X</b>		<b>X</b>					<b>X</b>
Natural/Propane Gas Permit	<b>X</b>					<b>X</b>	<b>X</b>	
Notice of Intent				<b>X</b>				
Oil Burner & Tank						<b>X</b>		
Order of Conditions				<b>X</b>				
Order of Resource Area Delineation				<b>X</b>				
Plumbing Permits/Inspections	<b>X</b>							
Pool Permit Application	<b>X</b>							



	Building Department	Planning Board	Board of Selectmen	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works
Public Way Access Permit		X						X
Residential Building Permit	X							
Removal of an Aboveground Storage Tank						X		
Removal of an Underground Storage Tank						X		
Rubbish Containers/Dumpsters						X		
Rubbish Permit					X			
Scenic Road Permit		X						
Second Hand License								
Septic System Installation					X			X
Sheet Fuel Burning Stove Permit	X							
Sign Permit	X							
Site Plan Review		X						
Solid Fuel Burning Stove Permit	X							
Special Permit		X					X	
Storage/Use/Manufacturer of Flammable Gases/Solids/Combustibles						X		
Street Opening Permit								X
Sunday Entertainment License			X					
Swimming/Wading/Pool Permit					X			
Tanning Salon Permit					X			
Tar Kettle						X		
Taxi Cab Permit/License			X					



	Building Department	Planning Board	Board of Selectmen	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works
Temporary Food Services					X			
Tobacco Location Permit					X			
Trench Permit	X							X
Underground Storage Tank			X					
Utility Pole Locations				X				X
Variance							X	
Waste Oil Burner						X		
Welding & Cutting						X		
Well Construction Permit					X			



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## Appendix F: Chapter 43D Expedited Permitting

### Expedited Permitting

At the 2013 Annual Town Meeting, the Town of Framingham adopted 420 CMR Chapter 43D Expedited Permitting. Properties designated under Chapter 43D are known as Priority Development Site (PDS). The permitting process governing 43D projects is described below.

### Priority Development Sites

1672 Worcester Road, 1800 Worcester Road, 1898RR Worcester Road, 1900R Worcester Road, 1900RR Worcester Road, 100 Crossing Blvd, 149 Crossing Blvd, 150 Crossing Blvd, 175 Crossing Blvd, 200 Crossing Blvd, 225 Crossing Blvd, 150 Gates Street, 100 Staples Drive, 200 Staples Drive, 400 Staples Drive, 500 Staples Drive, 740 Cochituate Road, 750 Cochituate Road, and 156 Speen Street, 9 Pleasant Street Connector, 15 Pleasant Street Connector, 10 California Ave, 11 California Ave, 40 California Ave, 1 The Mountain Road, 5 The Mountain Road, 100 The Mountain Road, 0 Pennsylvania Ave, 100 Pennsylvania Ave, 105 Pennsylvania Ave, 115 Pennsylvania Ave, 125 Pennsylvania Ave, 135 Pennsylvania Ave, 137 Pennsylvania Ave, 145 Pennsylvania Ave, 0 New York Ave RR, 1 New York Ave, 2 New York Ave, 31 New York Ave, 33 New York Ave, 45 New York Ave, 47 New York Ave, 49 New York Ave, 51 New York Ave, 55 New York Ave, 74 New York Ave, 84 New York Ave, 86 New York Ave, 86R New York Ave, 88 New York Ave, 92 New York Ave, and 0 Pleasant Street.

### Application and Completeness Review

The Town of Framingham shall provide the applicant with a comprehensive packet of permit applications necessary to complete the PDS project. To determine the applicable permits for the project, the TRT shall conduct a preliminary review and conference with the applicant. Once the applicant has submitted the application packet, the Permits Coordinator (Planning Board Administrator) has 20 business-days to determine the application packet completeness. Once the application package has been deemed complete, the 180-days review period shall commence the day after the applications is stamped with the Town Clerk.

If an application package is deemed incomplete, the Permits Coordinator shall notify the applicant in writing by certified mail with an explanation as to why the application package is incomplete, and request the information necessary to complete the application package. The resubmission of the application package will begin a new 20 business-day completeness review period. Subsequent completeness decision must be sent by certified mail and conform to the process outlined herein.



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## Permitting Process

The Town of Framingham must complete the local permitting process within 180 calendar days after the certified notice of completeness was sent, or the 20-day completeness review period has expired and the applications are deemed to be complete. This period may be waived or extended for good cause upon written request of the applicant with the consent of the Board of Selectmen or upon written request of a PGA with the consent of the applicant. Permits from various Boards and Committees shall be reviewed simultaneously.

The Town of Framingham may extend the 180-calendar day review if a previously unidentified permit or review has been determined necessary within the first 150 calendar days of the process. When the Board of Selectmen determines that a previously unidentified permit is necessary, the Permits Coordinator must send immediate notice of such additional requirements to the Applicant by certified mail and a copy to the Board of Selectmen. The Board of Selectmen may exercise the extension for a maximum of 30 calendar days. Where public notice and comment or hearing are required for the previously unidentified permit, the required action date shall not be later than 30 days from the close of the hearings or comment period, which shall be scheduled to commence as quickly as publication allows.

## Extensions

The 180-calendar day review period may be extended when an issuing authority determines that:

1. Action by another federal, state, or municipal government agency not subject to this act is required before the issuing authority may act;
2. Pending judicial proceedings affect the ability of the issuing authority or applicant to proceed with the application; or
3. Enforcement proceedings that could result in revocation of an existing permit for that facility or activity or denial of the application have been commenced.

In those circumstances, the Permit Coordinator shall provide written notification to the applicant and the Board of Selectmen. When the reason of extension is no longer applicable, the Permit Coordinator shall immediately notify the applicant by certified mail and the Board of Selectmen. The Permit Coordinator shall complete its decision within the time period specified in this section, beginning the day after the notice is issued by the Permit Coordinator.

If the Permits Coordinator, in consultation with the permit issuing authority, has determined that substantial modification to the project since the application render the permit issuing authority incapable of making a decision on an application, an extension of the 180 calendar day review period may be granted by the Board of Selectmen for demonstrated good cause at the written request of the permit issuing authority. The permit issuing authority shall provide terms for the extension including the number of additional days requested. Within 10 business days of the receipt of the request, the Board of Selectmen shall respond to the permit issuing authority with an extension determination.



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If the applicant makes substantial modification to a project for the purpose of public benefit, the permit issuing authority may request an extension from the Board of Selectmen through the Permit Coordinator, and if granted, shall make every reasonable effort to expedite the processing of the permit application.

### **Permit Modification**

Permit issuing authorities shall make every reasonable effort to review permit modification requests within as short a period as is feasible to maintain the integrity of the expedited permitting process. A permit issuing authority, through the TRT and/or Permits Coordinator shall inform the applicant within 20 business days of receipt of request whether the modification is approved, denied, determined to be substantial or requires additional information for the issuing authority to issue a decision. If additional information is required, the TRT and/or Permits Coordinator shall inform an applicant by certified mail within 20 business days after the receipt of the required additional information whether the modification is approved or denied or that further additional information is required by the authority in order to render a decision.

### **Automatic Grant of Approval**

Failure by a permit issuing authority to take final action on a permit within the 180 calendar day review period, or properly extended review period, shall be considered a grant of the relief requested of that authority. In such case, within 14 days after the date of expiration of the time period, the applicant shall file an affidavit with the Town Clerk, attaching the application, setting forth the facts, giving rise to the grant and stating that notice of the grant has been mailed, by certified mail, to all parties to the proceedings as defined by 400 CMR 2.03 and all persons entitled to notice of hearing in connection with the application as defined by 400 CMR 2.03.

### **Appeals**

Appeals of a permit issuing authority decision or from an automatic grant of approval shall be filed within 20 calendar days after the last individual permitting decision has been rendered or within 20 calendar days after the conclusion of the 180 calendar day period, whichever is later. The 180 calendar day period shall be increased by the number of days in any extension granted under this chapter.

The applicant or any person aggrieved by a final decision of any issuing authority, or by the failure of that authority to take final action concerning the application within the time specified, whether or not previously a party to the proceeding, or any governmental officer, board, or agency, may appeal to the Division of Administrative Law Appeals (DALA) by bringing an action within 20 calendar days after a written decision was or should have been rendered. Appeals from decisions of multiple permitting authorities shall be filed simultaneously and shall be consolidated for purposes of hearing and decision.



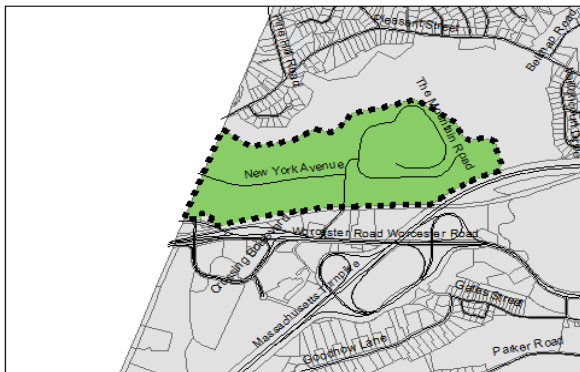
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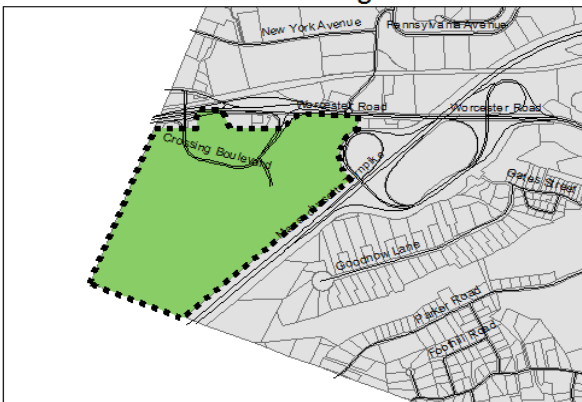
This section shall not apply to appeals pursuant to Massachusetts General Law Sections 40 and 40A of Chapter 131, which shall continue to be appealed in accordance with said Chapter 131, Chapter 30A, and applicable regulations.

When hearing appeals under this chapter, DALA shall revise its rules, procedures, and regulations to the extent necessary to accord with the requirements of Chapter 43D. DALA shall render a final written decision within 90 calendar days of the receipt of the appeal. Thereafter, an aggrieved party may appeal to the superior court department or to the Land Court in accordance with Section 3A of Chapter 185, by bringing action within 20 calendar days after a written decision was or should have been rendered.

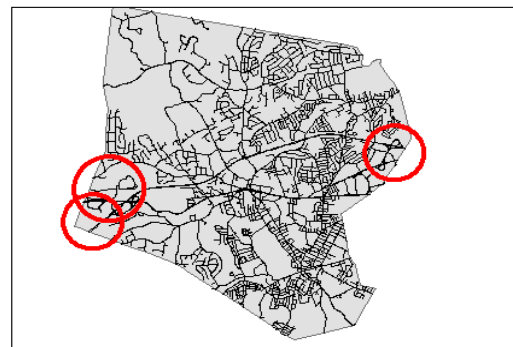
Framingham Technology Park



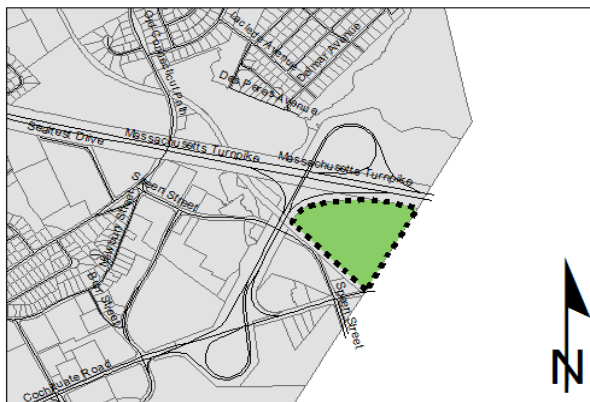
9/90 Crossing



Priority Development Areas



TJX



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## Appendix G: Permit Checklist for Stages Three and Four

Reference: A Best Practices Model for Streamlined Local Permitting, The Massachusetts Association of Regional Planning Agencies (MARPA), November 30, 2007. Modifications have been made from the original template to meet the needs of Framingham.

### Framingham Conservation Commission Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

#### REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

Applicant: \_\_\_\_\_ Application Number: \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Completed Request for Determination (RDA) is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven business days (does not include weekends, holidays, or the night of the meeting).	A		
	5. Legal notice is published within five days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within 48 hours of the scheduled meeting on the Town website.	B, C		
	8. Application is heard within 21 days of completed RDA submittal.	B		
	9. A decision, in the form of a Determination of Applicability (DOA) is issued within 21 days of the RDA submittal.	B		
	10. Appeals must be made within ten days for state conditions and 60 days for Bylaw conditions.	A,O		
	11. Applicant may start work if a Negative DOA is issued, and the appeal period has passed without incident. The applicant must file a Notice of Intent if the Commission issues a Positive DOA.	A		

A= Applicant  
B= Conservation Commission  
C= Town Clerk  
O= Other Party



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## Framingham Conservation Commission Permitting Flow Chart

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### ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Completed application is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven business days (does not include weekends, holidays, or the night of the meeting).	A		
	5. Legal notice is published within five days of the hearing in the Metrowest Daily News.	B		
	6. Application is heard within 21 days of submitted, complete ANRAD. <b>*Note:</b> no delineations are permitted between December 1 and April 1 of each year, unless approved by the Conservation Commission.	B		
	7. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A,B		
	8. Conservation Commission Meeting Agenda is posted within 48 hours of the scheduled meeting on the Town website.	B,C		
	9. First public hearing is held. The Commission may request a Saturday morning site visit to allow the members to observe the site.	B		
	10. Public hearing is continued if further information is necessary and the applicant is amenable. The hearing is closed if the Commission is satisfied with the delineation as shown in the ANRAD. Once the hearing is closed, the Commission must issue a decision in the form of an Order of Resource Area Delineation within 21 days.	A, B		
	11. Obtain Order of Resource Area Delineation (ORAD) from the Conservation Commission. The ORAD is issued when it is mailed to the Applicant, or picked-up by the Applicant. <b>*Note:</b> an ORAD <b>does not permit work</b> — it validates jurisdictional wetland resource areas under protected laws.	A		
	12. Appeals must be made within ten days for state conditions and 60 days for Bylaw conditions.	A, O		

A = Applicant

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## Framingham Conservation Commission Permitting Checklist

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### NOTICE OF INTENT (NOI)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Contact the Conservation Commission for required items to be sent with the Notice of Intent (NOI). Completed Application is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven business days (does not include weekends, holidays or the night of the meeting).	A		
	5. Legal notice is published within five days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within 48 hours of the scheduled meeting on the Town website.	B, C		
	8. First public hearing is held: NOI is heard within 21 days of completed NOI submittal.	B		
	9. Public hearing is continued if further information is necessary and the applicant is amenable. The hearing is closed if the Commission is satisfied with the NOI or the applicant is not amenable to continuing. Once the hearing is closed, the Commission must issue a decision in the form of an Order of Conditions (OOC) within 21 days.	B		
	10. OOC is issued once picked up by the applicant, or mailed to the applicant.	B		
	11. Appeals must be made within ten days for state conditions and 60 days for By-law conditions, as necessary.	A, O		
	12. OOC must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission. A sign with the DEP File Number, visible from the street, must be displayed; erosion controls must be installed, and an OOC Acknowledgement Form must be signed by all parties involved with original signatures.	A		
	13. Pre-construction site visit must be scheduled. (Construction may begin once appeal periods have passed and no appeals have been filed.)	A, B		



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	14. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A,		
	15. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	16. If all work is completed satisfactorily, a COC will be signed within 21 days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. <b>*Note:</b> these conditions must be met to receive a COC.	B, A		
	17. COC, once received on WPA Form 8B, Certificate of Compliance is recorded at the Registry of Deeds and Proof of Recording must be submitted to the Conservation Commission.	A		
A = Applicant B = Conservation Commission C = Town Clerk O = Other Party				

## Framingham Conservation Commission Permitting Checklist

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### DETERMINATION OF APPLICABILITY (DOA)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Determination of Applicability (DOA) from the Commission. The DOA is issued when the permit is mailed, or picked-up by the applicant	A		
	2. Appeals must be made within ten days for state conditions and 60 days for By-law conditions.	A,O		
	3. Applicant may start work if a Negative DOA is issued and the appeal period has passed without incident. The applicant must file a Notice of Intent if the Commission issues a Positive DOA.	A		
A = Applicant B = Conservation Commission C = Town Clerk O = Other Party				



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## Framingham Conservation Commission Permitting Checklist

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### ORDER OF RESOURCE AREA DELINEATION (RAD)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Order of Resource Area Delineation (ORAD) from the Conservation Commission. The ORAD is issued when it is mailed to the applicant, or handpicked-up by the applicant. <b>*Note:</b> an ORAD <b>does not permit work</b> — it validates jurisdictional wetland resource areas under protected laws.	A		
	2. Appeals must be made within ten days for state conditions and 60 days for By-law conditions, as necessary.	A, O		
	3. ORAD must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission.	A		
	4. Applicant must file subsequent paperwork for work. Contact the Conservation Commission for specific information.	A		

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## Framingham Conservation Commission Permitting Checklist

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### ORDER OF CONDITIONS (OOC)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Approved OOC must be issued. OOC is issued on the date that it is either picked up by the applicant, or mailed to the applicant.	B		
	2. OOC must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission. A sign with the DEP File Number, visible from the street, must be displayed; erosion controls must be installed and; an OOC Acknowledgement Form must be signed by all parties involved with original signatures.	A		



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	3. Pre-construction site visit must be scheduled.	A, B		
	4. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A,		
	5. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	6. If all work is completed satisfactorily, a COC will be signed within 21 days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. <b>*Note:</b> these conditions must be met to receive a COC.	B, A		
	7. COC, once received on WPA Form 8b: Certificate of Compliance, is recorded at the Registry of Deeds and proof of recording must be submitted to the Conservation Commission.	A		
A = Applicant B = Conservation Commission C = Town Clerk O = Other Party				

## Framingham Conservation Commission Permitting Checklist

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### CERTIFICATE OF COMPLIANCE (COC)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A, B		



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	2. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	3. If all work is completed satisfactorily, a COC will be signed within 21 days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. <b>*Note:</b> these conditions must be met to receive a COC.	B		
	4. COC, once received on WPA Form 8b: Certificate of Compliance, is recorded at the Registry of Deeds and proof of recording must be submitted to the Conservation Commission.	A		
A = Applicant B = Conservation Commission C = Town Clerk O = Other Party				

## Framingham Planning Board Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### SITE PLAN REVIEW

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner determination.	A, B		
	2. Application filed with the Planning Board.	A, B, P		
	3. Complete application is filed with the Town Clerk.	C, P,		
	4. Copies of the application and supporting material is provided to other Town Departments for review (comments due back in 35 days after receipt by reviewing department).	D, P		
	5. First Public Hearing date set (scheduled within 30 days of deeming an application complete).	P		
	6. Notice of Public Hearing stamped with the Town Clerk.	C, P		
	7. Notice of Public Hearing mailed in accordance with MGL ch. 40A, Section 11.	P		
	8. First Notice of Public Hearing published in local newspaper (at least 14 days prior to first public hearing).	P		



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9. Second Notice of Public Hearing published in local newspaper (at least 7 days prior to first public hearing).	P		
10. First Public Hearing opened (within 65 days of a complete application filed with the Town Clerk (#3)).	P		
11. Public Hearing is closed (starts the 60-day clock on decision and final action taken).	P		
12. Decision (must be made within 60 days of close of Public Hearing (#11)).	P		
13. Final Action (written decision, notice of decision, and detailed record of proceedings filed with Town Clerk within 14 days of decision, and no longer than 60 days from close of public hearing (#11)).	C , P		
14. Notice of Decision mailed to Abutters/7 Abutting Towns/Precinct Members/Parties of Interest.	P		
15. Notice of Decision Determination published in local newspaper within 10 days of written decision filed with the Town Clerk (#13).	P		
16. Appeals (must be within 20 days after written decision filed with Town Clerk (#13)).	A, C, O		
17. Certification by Town Clerk (after 20 days has elapsed since #13 with or without an appeal).	C		
18. Recording of the Decision (certified written Decision and Town Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Planning Board.	A		
19. Substantial Use or Construction (must be started within 2 years or permit lapses).	A, B		
A = Applicant C = Town Clerk O = Other Party B = Building Commissioner D = Town Reviewing Departments P = Planning Board			

## Framingham Planning Board Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### PLANNING BOARD - SPECIAL PERMIT

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		



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2. Application with Building Commissioner Determination is filed with Planning Board.	A, B, P		
3. Complete application is filed with the Town Clerk.	C, P		
4. Copies of the application and supporting material is provided to other Town Departments for review (comments due back in 35 days after receipt by reviewing department).	D, P		
5. First Public Hearing date set (scheduled within 65 days of deeming an application complete).	P		
6. Notice of Public Hearing stamped with the Town Clerk.	C, P		
7. Notice of Public Hearing mailed in accordance with MGL ch. 40A, Section 11.	P		
8. First Notice of Public Hearing published in local newspaper (at least 14 days prior to first public hearing).	P		
9. Second Notice of Public Hearing published in local newspaper (at least 7 days prior to first public hearing).	P		
10. First Public Hearing opened (within 65 days of a complete application filed with the Town Clerk (#3)).	P		
11. Public Hearing is closed (starts the 90-day clock on decision and final action taken).	P		
12. Decision (must be made within 90 days of close of Public Hearing (#11)).	P		
13. Final Action (written decision, notice of decision, and detailed record of proceedings filed with Town Clerk within 14 days of decision and no longer than 90 days from close of public hearing (#11)).	C, P		
14. Notice of Decision mailed to Abutters/7 Abutting Towns/Precinct Members/Parties of Interest.	P		
15. Notice of Decision Determination published in local newspaper within 10 days of written decision filed with the Town Clerk (#13).	P		
16. Appeals (must be within 20 days after written decision filed with Town Clerk (#13)).	A, C, O		
17. Certification by Town Clerk (after 20 days has elapsed since #13 with or without an appeal).	C		
18. Recording of the Decision (certified written Decision and Town Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Planning Board.	A		
19. Substantial Use or Construction (must be started within 2 years or permit lapses).	A, B		
A = Applicant C = Town Clerk O = Other Party B = Building Commissioner D = Town Reviewing Departments P = Planning Board			



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## Framingham Zoning Board of Appeals Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### VARIANCE

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		
	2. Application with Building Commissioner Determination is filed with Zoning Board of Appeals application.	A, B, Z		
	3. Complete application is filed with the Town Clerk.	Z, C		
	4. Copies of the application and supporting material is provided to other Town Departments for review (comments due back in 21 days after receipt by reviewing department).	Z, D		
	5. First Public Hearing date set (scheduled within 65 days of deeming an application complete).	Z		
	6. Notice of Public Hearing stamped with the Town Clerk.	Z, C		
	7. Notice of Public Hearing mailed in accordance with MGL ch. 40A, Section 11.	Z		
	8. First Notice of Public Hearing published in local newspaper (at least 14 days prior to first public hearing).	Z		
	9. Second Notice of Public Hearing published in local newspaper (at least 7 days prior to first public hearing).	Z		
	10. First Public Hearing opened (within 65 days of a complete application filed with Town Clerk (#3)).	Z		
	11. Decision (must be made within 100 days of filing with the Town Clerk* (#3)).	Z		
	12. Final Action (written decision, notice of decision, and detailed record of proceedings filed with the Town Clerk within 14 days of decision, and no longer than 100 days of filing with Town Clerk* (#3)).	Z, C		
	13. Notice of Decision mailed to Abutters/7 Abutting Towns/Precinct Chairs/Parties of Interest.	Z		
	14. Notice of Decision Determination published in local newspaper within 12 days of written decision filed with Town Clerk (#13).	Z		



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	15. Appeals (must be within 20 days after written decision filed with the Town Clerk (#13)).	A, C, O		
	16. Certification by the Town Clerk (after 20 days has elapsed since #13 with or without an appeal).	C		
	17. Recording of the Decision (certified written decision and Town Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Building Department and Zoning Board of Appeals).	A		
	18. Substantial Use or Construction (must be started within 1 year or permit lapses).	A, B		
A = Applicant C = Town Clerk O = Other Party B = Building Commissioner D = Town Reviewing Departments Z = Zoning Board of Appeals				

\* unless decision deadline extended by mutual agreement

## Framingham Zoning Board of Appeals Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### ZONING BOARD OF APPEALS - SPECIAL PERMIT

Applicant: \_\_\_\_\_ Application Number: \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		
	2. Application with Building Commissioner Determination is filed with Zoning Board of Appeals application.	A, B, Z		
	3. Complete application is filed with the Town Clerk.	Z, C		
	4. Copies of the application and supporting material is provided to other Town Departments for review (comments due back in 35 days after receipt by reviewing department).	Z, D		
	5. First Public Hearing date set (scheduled within 65 days of deeming an application complete).	Z		
	6. Notice of Public Hearing stamped with the Town Clerk.	Z, C		
	7. Notice of Public Hearing mailed in accordance with MGL ch. 40A, Section 11.	Z		
	8. First Notice of Public Hearing published in local newspaper (at least 14 days prior to first public hearing).	Z		



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9. Second Notice of Public Hearing published in local newspaper (at least 7 days prior to first public hearing).	Z		
10. First Public Hearing opened (within 65 days of a complete application filed with Town Clerk (#3)).	Z		
11. Public Hearing is closed (starts the 90-day clock on decision and final action taken).	Z		
12. Decision (must be made within 90 days of close of Public Hearing (#11)).	Z		
13. Final Action (written decision) filed with the Town Clerk within 14 days of decision and no longer than 90 days from close of public hearing (#11)).	Z, C		
14. Notice of Decision mailed to Abutters/7 Abutting Towns/Precinct Chairs/Parties of Interest.	Z		
15. Notice of Decision Determination published in local newspaper within 12 days of written decision filed with Town Clerk (#13).	Z		
16. Appeals (must be within 20 days after written decision filed with the Town Clerk (#13)).	A, C, O		
17. Certification by the Town Clerk (after 20 days has elapsed since #13 with or without an appeal).	C		
18. Recording of the Decision (certified written decision and Town Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Building Department and Zoning Board of Appeals).	A		
19. Substantial Use or Construction (must be started within 2 years or permit lapses).	A, B		
A = Applicant C = Town Clerk O = Other Party B = Building Commissioner D = Town Reviewing Departments Z = Zoning Board of Appeals			



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